



SPACE

Standard Performance Appraisal Communication Environment

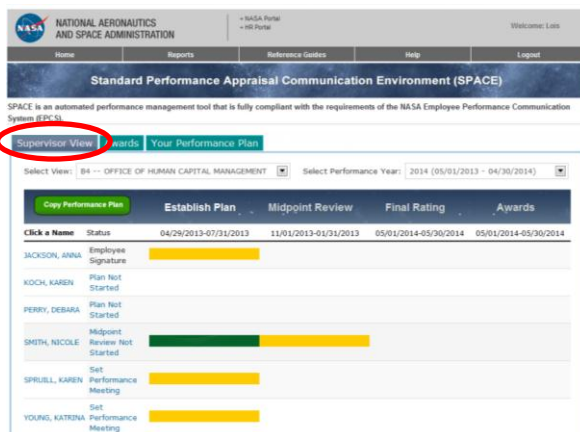
Establishing a Performance Plan – Supervisor

- Creating a Performance Plan 1
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➤ Creating a Performance Plan

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal:

<https://hr.nasa.gov/>



To access your direct-reports/employees's performance info: Click the **Supervisor View Tab**

To view your performance plan: Click **Your Performance Plan**

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).



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2. Click the **Supervisor View** tab (if not already selected)

The screenshot shows the NASA Standard Performance Appraisal Communication Environment (SPACE) interface. The 'Supervisor View' tab is highlighted with a red circle. Below the tabs, there are dropdown menus for 'Select View' (set to 'B4 -- OFFICE OF HUMAN CAPITAL MANAGEMENT') and 'Select Performance Year' (set to '2014 (05/01/2013 - 04/30/2014)'). A table lists employees with their status. The 'Supervisor View' tab is selected, and the 'Awards' sub-tab is active. The table shows the following data:

Click a Name	Status	04/29/2013-07/31/2013	11/01/2013-01/31/2013	05/01/2014-05/30/2014	05/01/2014-05/30/2014
JACKSON, ANNA	Employee Signature				
KOCH, KAREN	Plan Not Started				
PERRY, DEBARA	Plan Not Started				
SMITH, NICOLE	Midpoint Review Not Started				
SPRULL, KAREN	Set Performance Meeting				
YOUNG, KATRINA	Set Performance Meeting				

3. Select an employee whose status is **Plan Not Started** (click on Name)

The screenshot shows the 'Supervisor View' tab selected. The 'Awards' sub-tab is active. The table lists employees with their status. The row for 'PERRY, DEBARA' is highlighted with a red box, indicating the status 'Plan Not Started'.

4. In the **Plan Summary** tab, click **Select** next to **Create a New Performance Plan**

The screenshot shows the 'Plan Summary' tab selected. The 'Employee Provided Accomplishments' sub-tab is active. The 'Start building a performance plan by selecting one of the following:' section is visible. The 'Create a new performance plan' button is highlighted with a red circle.

5. Add a Critical Element using one of the **three** following methods:

- a. Using the **Element Library**

- i. Click **Select** in the **Job Title** section next to **Choose Critical Element Based on Job Title**



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The screenshot shows the top navigation bar with the NASA logo and links for Home, Reports, Reference Guides, Help, and Logout. Below this is a header for the 'Standard Performance Appraisal Communication Environment (SPACE)'. A message states: 'Add a new Critical Element to Debara Perry (B4)'s Performance Plan for 2014'. A search section follows with a text input field labeled 'Enter search terms...' and 'Search' and 'Reset Search' buttons. Below the search section, a message says 'Create a new Critical Element by selecting one of the following options:'. There are two main options: 'Job Title' and 'Custom'. The 'Job Title' option is highlighted with a red circle and includes a 'SELECT' button. The 'Custom' option also has a 'SELECT' button. At the bottom right are 'Add Required Elements' and 'Previous Page' buttons.

- ii. Click **Select** for one of the Critical Elements in the list

This screenshot shows the 'Job Title' selection step. The 'Job Title' option is selected, and a list of Critical Elements is displayed. Each element has a 'SELECT' button to its right. The 'SELECT' button for the fifth element, 'Prepare travel requests and vouchers and all associated actions and documentation; schedule transportation, make hotel reservations, and maintain schedule of visits', is highlighted with a red circle. The 'Custom' option is also visible at the bottom with its own 'SELECT' button. The 'Add Required Elements' and 'Previous Page' buttons are at the bottom right.

- iii. See Steps 6-10 for **Clarifying Notes**, **Strategic Alignment**, and **SAVE** instructions.

b. Using the **Search** feature

- i. Enter a term in the **Enter search terms...** field
- ii. Click the **Search** button



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Search
To search the library of Critical Elements for your Center, enter a key phrase or key words separated by a comma:

Search for critical elements stored in SPACE library

Create a new Critical Element by selecting one of the following options:

Job Title
 1. Choose Critical Element based on job title (ADMIN SUPPORT ASSISTANT).

Custom
 2. Create your own Critical Element.

iii. Select from one of the following options:

1. Click **Select** in the **Job Title** section next to **Choose Critical Element Based on Job Title**

Add a new Critical Element to Debara Perry (B4)'s Performance Plan for 2014

The below results are for searching on keyword(s): Travel

Search
To search the library of Critical Elements for your Center, enter a key phrase or key words separated by a comma:

Create a new Critical Element by selecting one of the following options:

Job Title
 1. Choose Critical Element based on search results of all job titles.

Search Results (2)

User Provided
 2. Choose Critical Element based on user entered Critical Elements.

Search Results (0)

2. Click **Select** in the **User Provided** section next to **Choose Critical Element on user entered Critical Elements**

iv. Click **Select** for one of the Critical Elements in the list

Create a new Critical Element by selecting one of the following options:

Job Title
 1. Choose Critical Element based on search results of all job titles.

Search Results (2)

Prepare travel requests and vouchers and all associated actions and documentation; schedule transportation, make hotel reservations, and maintain schedule of visits.

Arrange travel; verify expenses; prepare vouchers. Maintain calendar of events, meetings, due dates, and schedules, arrange, and schedule a variety of meetings. Responds to general requests for information from clients and visitors; interpreting basic legal services, policies, rules and regulations, to assist in proper routing of people and actions for efficient resolution of legal matters or of concerns and complaints.

- v. See Steps 6-10 for **Clarifying Notes**, **Strategic Alignment**, and **SAVE** instructions.

c. Using a **Custom Element**

- i. Click **Select** in the **Custom** section next to **Create your own Critical Element**

Create a new Critical Element by selecting one of the following options:

Job Title
 1. Choose Critical Element based on job title (ADMIN SUPPORT ASSISTANT).

Custom
 2. Create your own Critical Element.

When a Supervisor creates a **Custom Critical Element** for an employee, the **Custom Critical Element** is saved in SPACE library and available to use at any time. The supervisor and administrative officer can access **Custom Critical Elements** by using the Search Critical Element feature.



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- ii. Enter your custom element in the text field provided
- iii. Click **Save Record**

Create a new Critical Element by selecting one of the following options:

Job Title
SELECT 1. Choose Critical Element based on job title (ADMIN SUPPORT ASSISTANT).

Custom
SELECT 2. Create your own Critical Element.
[Click to Expand / Contract](#)

EXAMPLE?????

Save Record

6. Enter text in the **Clarifying Notes** text field

Add Ratings Standard(s) to Debara Perry (B4)'s Performance Plan for 2014

Critical Element
Prepare travel requests and vouchers and all associated actions and documentation; schedule transportation, make hotel reservations, and maintain schedule of visits.

Clarifying Notes
Enter clarifying information that provides specific details related to the above element.
Please Note: When pasting from Microsoft Word, use the "Paste From Word" icon below the editor.

EXAMPLE????

7. Enter text in the **Strategic Alignment** text field
8. Click **Next Page**

Strategic Alignment
Enter text below to identify the Agency/Organizational Strategic Goal(s) and/or Objective(s) to which the Critical Element aligns. At least one Critical Element must demonstrate such alignment.
Please Note: When pasting from Microsoft Word, use the "Paste From Word" icon below the editor.

EXAMPLE????

Previous Page **Next Page**

9. Review the model standards and indicators and make appropriate updates in the **Level 5** and **Level 3** text fields, respectively
10. Click **Save Record**



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Performance Standards and Indicators
Enter Performance Standards at Level 3 and Indicators at Level 5 for this Element. If model Standards and/or Indicators are shown, customize them so they are sufficiently specific for the employee and the element, or follow Center-specific instructions shown inside the text field.

Rating Level	Performance Standards and Indicators
5	Substantively Exceeds Expectations Performance Indicators PERFORMANCE INDICATORS: The following indicators may apply to all employees. Supervisors also may customize indicators for each element, recording them in the text field below: Creativity, Innovation, and Originality <ul style="list-style-type: none">• Demonstrates an exceptionally high degree of originality, innovation and creativity Problem Solving <ul style="list-style-type: none">• Anticipates and identifies potential issues that may impact completion of work; devises and carries out effective plans to manage such challenges, including adjustments to priorities and work schedules• Develops and implements highly successful solutions to complex problems or situations Independence/Autonomy <ul style="list-style-type: none">• Demonstrates unusually high initiative and autonomy while continuing to achieve all expectations for regular duties. Customer Service <ul style="list-style-type: none">• Produces a rare high rate of customer satisfaction which clearly reflects favorably on the employee's organization and demonstrates meaningful contributions toward achievement of the mission• Exceptional customer service in difficult situations
3	Meets Expectations Performance Standards PERFORMANCE STANDARDS: The following standards may apply to all employees. Supervisors may establish customized standards for each element, recording them in the text field below: <ul style="list-style-type: none">• Completes work as instructed, in accordance with prescribed guidelines and timelines• Actively participates in meetings and projects• Is a team player• Communicates effectively with superiors, peers subordinates and customers• May exceed some performance requirements but not enough to meet the Accomplished level
1	Falls to Meet Expectations Performance Indicators (optional) Performance below that expected for Level 3

Previous Page **Save Record**

11. As needed, click [Add Additional Element](#)

a. Repeat step 5 - 11 until all Critical Elements have been entered

12. Click [Complete Plan](#) (NOTE: Non-supervisory employees must have a minimum of **TWO** critical elements and at least one is aligned to a strategic goal).

Performance Year 2014 (05/01/2013 - 04/30/2014) Performance Plan for PERRY, DEBARA signed by TBD on TBD and TBD on TBD.

Plan Summary	Employee Provided Accomplishments	Supervisor Notes	Progress Review(s)	Final Rating	Historical Plans
Critical Element(s) Reviewed By Requirement ElementEmployee					
To View / Modify an element's details, click on the element name					
1. Travel Example	Strategic Alignment				
2. Design, organize, and maintain office filing systems.	Strategic Alignment				
Delete Plan Position Description Print to PDF Add Additional Element Complete Plan					

13. Review the completed Plan

14. Click [Notify Employee](#)

15. [See Supervisory How-to-Guide called Completing & Signing a Performance](#)



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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Welcome: Lois

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Standard Performance Appraisal Communication Environment (SPACE)

Critical Elements

Element 1: Travel Example Strategic Alignment

Click to Collapse

Additional Clarifying Information:

Strategic Alignment

Strategic example

Rating Level

Substantively Exceeds Expectations Performance Indicators

PERFORMANCE INDICATORS: The following indicators may apply to all employees. Supervisors also may customize indicators for each element, recording them in the text field below:

Creativity, Innovation, and Originality

- Demonstrates an exceptionally high degree of originality, innovation and creativity

Problem Solving

Identifies and identifies potential issues that present a significant challenge and carries out

Fails to Meet Expectations

Performance below that expected for Level 3

Employee Comment:

Previous Page **Notify Employee**

Privacy of Information Act
Privacy Policy & Important Notices
NASA Advisory Council
NASA Communication Policy

SPACE Administrator User Guides
SPACE Functional Manager User Guides
SPACE Technical Manager User Guides
Version 3.00

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

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Standard Performance Appraisal Communication Environment (SPACE)

Email notifying the employee that his/her Performance Plan is ready for review has been sent.

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

Supervisor View Awards **Your Performance Plan**

Select View: B4 -- OFFICE OF HUMAN CAPITAL MANAGEMENT Select Performance Year: 2014 (05/01/2013 - 04/30/2014)

Copy Performance Plan Establish Plan Midpoint Review Final Rating Awards

Click a Name	Status	04/29/2013-07/31/2013	11/01/2013-01/31/2013	05/01/2014-05/30/2014	05/01/2014-05/30/2014
JACKSON, ANNA	Employee Signature				
KOCH, KAREN	Plan Not Started				
PERRY, DEBARA	Employee Review				
SMITH, NICOLE	Midpoint Review Not Started				
SPRUILL, KAREN	Set Performance Meeting				

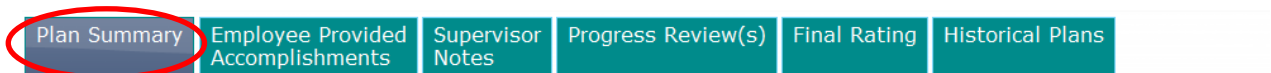


➤ Duplicating a Plan from another Employee's Current Performance Year Plan

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal:
<https://hr.nasa.gov/>

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

2. Click the **Supervisor View** tab (if not already selected)
3. Select an employee whose status is **Plan Not Started**
4. In the **Plan Summary** tab, click **Select** next to **Duplicate from another employees current performance year plan**



Start building a performance plan by selecting one of the following:

SELECT Create a new performance plan

SELECT Duplicate from another employees current performance year plan

Previous Page

Position Description

5. Click the radio button next to the employee's name from which you would like to duplicate the current year's performance plan

The copy performance plan functionality is used to copy an employee's current Performance Plan to Karen Koch (B4) Performance Plan.

- Step 1: Choose one from the to list by clicking the radio button next to the corresponding employee name.
- Step 2: Choose Copy Button

Copy Performance Plan From:

- ☐ Jaci
- ☐ Per
- ☐ Smi
- ☐ Spr
- ☐ You

Cancel

Copy Plan

6. Click **Copy Plan**
7. As needed, refer to Step 11 in the Creating a Performance Plan job aid above to add additional elements



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8. Click **Complete Plan**

6. Coordinates training and development programs within the Directorate.	Strategic Alignment	
7. Provides strategic leadership and management integration of Center planning activities and partnership development initiatives to enable LARC as a multiuser spaceport supporting both Government and commercial launch providers and their customers. Responsible for Center land use planning and execution, development of spaceport infrastructure and business strategies, and the preparation and coordination of a LARC Master Plan with NASA organizations and external stakeholders. Responsible for the development, negotiation, and coordination of proposed real estate agreements with public and private entities for use of LARC land and facilities.	Strategic Alignment	

[Delete Plan](#) [Position Description](#) [Print to PDF](#) [Add Additional Element](#) [Complete Plan](#)

9. Review the completed Plan

10. Click **Notify Employee**

stakeholders. Responsible for the development, negotiation, and coordination of proposed real estate agreements with public and private entities for use of LARC land and facilities.

Additional Clarifying Information:
Assignments for this year: Project X

Strategic Alignment
Aligned to Agency Strategic Goal #1

Employee Comment:

[Previous Page](#) [Notify Employee](#)

11. See Supervisory How-to-Guide called **Completing & Signing a Performance**

➤ **Duplicating a Plan from a Prior Performance Year Plan**

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal:
<https://hr.nasa.gov/>

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

2. Click the **Supervisor View** tab (if not already selected)
3. Select an employee whose status is **Plan Not Started**
4. In the **Plan Summary** tab, click **Select** next to **Duplicate from prior performance year plan**



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5. Click the radio button corresponding with the performance year from which you would like to duplicate the Plan
6. Click [Copy Plan](#)
7. As needed, refer to Step 11 in the [Creating a Performance Plan](#) job aid above to add additional elements
8. Click [Complete Plan](#)
9. Review the completed Plan
10. Click [Notify Employee](#)
11. [See Supervisory How-to-Guide called Completing & Signing a Performance](#)